

PANJAB UNIVERSITY CHANDIGARH

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.

No. 9081-9280/A

Dated: 1/10/2018

Subject: Processing of travel claim by an airline other than India - reg.

Dear Sir/Madam,

Attention is invited to the instructions already issued by this office vide No. Office Circular Nos. 3961-4160/FDO dated 24.7.17 and 6892-7196/FDO dated 14.11.2017 on the subject cited above.

Through the above instructions, it has been categorically mentioned that no air travel other than Air India shall be undertaken without seeking prior approval from the Competent Authority as prescribed in the above said instructions. It has been further informed that air tickets should be purchased either directly from the Indian Airline booking counters/website or by utilizing the services of authorized travel agents i.e. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.

It was further informed to all the departments that the above instructions shall also be applicable for outside experts visiting the University for any assignment/work.

Despite clear instructions as explained above, this office has been receiving TA/DA bills wherein following discrepancies have been observed:

- i) *Air tickets are not being booked from the Indian Airlines booking counters/website or by utilizing the services of authorized travel agents i.e. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC.*
- ii) *Travel is being undertaken through private airlines without seeking prior permission from the competent authority.*

As a result of which the re-imbusement bills of such faculty members/outside experts get delayed.

It is, therefore, reiterated that the above instructions must be complied with meticulously and it may also be ensured that due information of above instructions must be communicated to outside experts (who may be visiting the University for any assignment) for necessary compliance.

This is for your information and necessary action.

Yours sincerely,


Deputy Registrar (Accounts)

01/10/18